

U. S. Department of Labor



Employment and Training Administration

Dallas / Denver Region IV

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December 1, 2003

DALLAS REGION: INFORMATION NOTICE NO. 03-07

TO: DALLAS REGION CENTER DIRECTORS
DALLAS REGIONAL OFFICE PROJECT MANAGERS

FROM: JUNE C. BOSWELL
Acting Regional Director
Office of Job Corps

SUBJECT: Regional Health and Safety Conference

1. Purpose: This notice is to inform Centers of an upcoming regional health and safety conference. **Trends of Change — Health and Safety in CDSS**, will be held January 14-16, 2004, in Ft. Worth, Texas.
2. Background. Job Corps is committed to providing students a safe living and learning environment and health services that promote wellness and employability. The goal of this conference is to enhance health and safety programs by providing participants with information and tools, along with guidance and direction, which will enhance health services and the feeling of safety on Center.

Required Participants: This is a mandatory training. Required attendees for the conference will be Center Directors, Center Director's Designate for Disability, Wellness Administrators, TEAP Specialists, and the staff member who coordinates the Abatement Tracking System, SHIMS, and Safety issues as the new Safety Review Guide will be discussed.

Accommodations: A block of rooms has been reserved at the Radisson Plaza Hotel Fort Worth, 815 Main Street, Fort Worth, Texas 76102. Phone Number 817-870-2100. **All reservations must be made individually through the hotel's reservation department by calling 817-870-2100. The reservation cutoff date is December 15, 2003. The block of rooms is reserved under the group name U.S. Department of Labor/Job Corps Health & Safety Conference.**



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The conference is set to begin Wednesday, January 14, 2004, at 1:00 p.m. and conclude Friday, January 16, at 12:00 p.m.

3. Action. All participants are to call the hotel directly to book reservations before the December 15th cutoff date. In addition, Centers are requested to confirm participant attendance with the regional office by December 15, 2003 to the attention of Sharon Shurr.
4. Expiration Date. January 2, 2004.
5. Inquiries. Direct questions to Sharon Shurr (214) 767-0828 or Beverly Richardson at (214) 767-6113.